MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS
International Registration Plan

How to
   Add a jurisdiction (US State or
   Canadian province) to a cab card

- Important Notes
- Log On
- Process Add Jurisdiction supplement

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password, Click Here

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.

BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session.   After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.safersys.org. MCS-150s must be updated biennially according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277
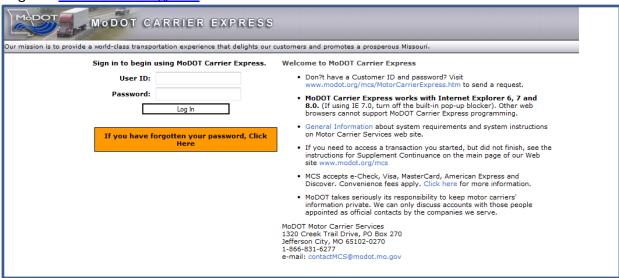
OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
830 MoDOT Drive   Fax: 573-751-0916
PO Box 270   E-mail: contactmcs@modot.mo.gov
Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277
Local: 573-751-7100

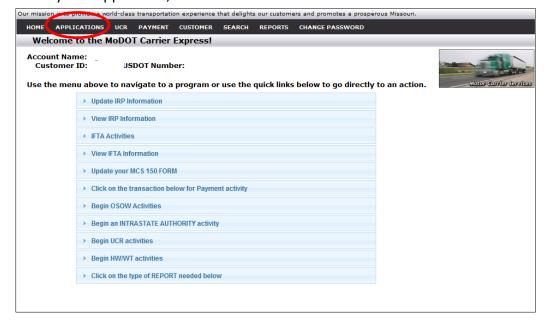**THE ADD JURISDICTION SUPPLEMENT ADDS ONE OR MORE JURISIDCTIONS TO THE CURRENT FLEET. A JURISDICTION IS USUALLY ADDED DUE TO EXPANDING OPERATIONS OR BECAUSE IT WAS LEFT OUT DURING THE INITIAL REGISTRATION OR RENEWAL. NO SUPPORTING DOCUMENTS ARE REQUIRED TO BE SUBMITTED WHEN ADDING JURISDICTIONS.**
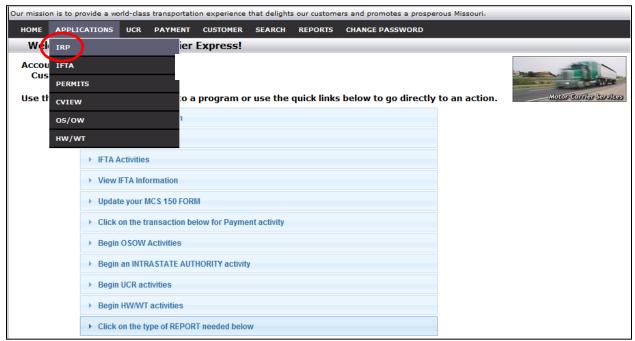
1. Log on - www.modot.org/mce

a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears

a. This page contains links and lists of various activities
b. To proceed with your supplement, click on **APPLICATIONS**

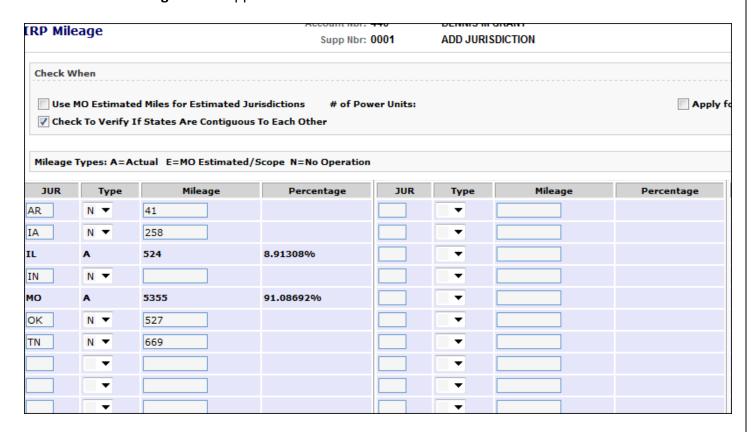**3.** Choose **IRP** from the drop down menu.

4. The **IRP Main Menu** page appears

a. Click on **SUPPLEMENT** and complete the requested screen information. See choices below. Choose **ADD JURISDICTION** and click on **SUBMIT**.

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed. At the end of a registration period, when renewal has been started, the TVR number of days default may change depending on whether or not the supplement is to be carried over to the new registration year.

b. Click **SUBMIT** - Click **SUBMIT** again to confirm

5. The **IRP Mileage** screen appears.

6. Enter the desired jurisdictions(s).
7. If actual miles exist in the system, user can only change mileage type from N (No) to A (Actual).
8. If a new jurisdiction is added the only type of miles that can be added are E (Estimated). The system will fill in MO estimated miles.
9. If the next year's renewal has been started and jurisdiction is added in the current year, a message will appear asking if the jurisdictions being added in the current year are wanted for the coming year. Indicate YES or NO if the jurisdiction(s) should be carried over to the next year. This is done at the top of the mileage page.

Actual Miles: 67580
Estimated Miles: 27597
Total Fleet Miles: 95177

SELECT YES OR NO IF YOU WANT THESE JURISDICTIONS TO APPEAR ON NEXT YEARS REGISTRATION

CONTINUE ▾ | Submit | Quit | Refresh | Inquiry | Help

NOTE: If the jurisdiction is NOT desired for the coming year, any TVR issued will expire at the end of the current registration period. If the jurisdiction IS desired for the coming registration year, the system will generate a supplement to add that jurisdiction for the upcoming registration year.

10. At the top of the page you will see checkboxes to be used when estimated mileage is used.
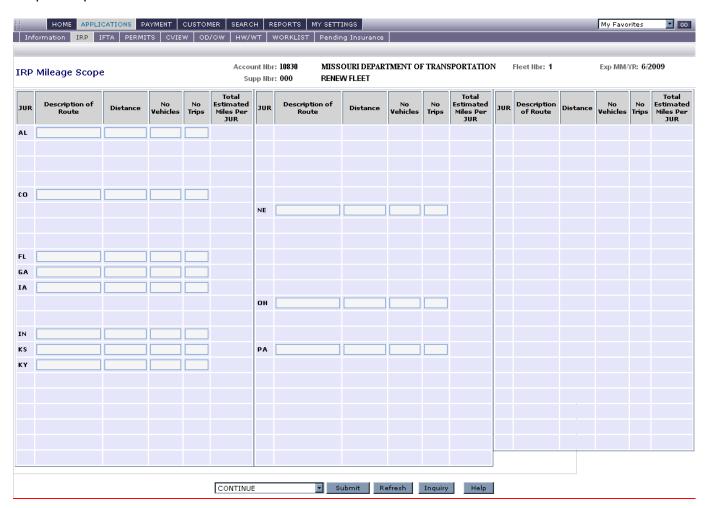
USE MO ESTIMATED MILES FOR ESTIMATED JURISDICTIONS - Check when MO estimated miles are to be used. The system will generate estimated mileage.

**APPLY FOR SCOPE OF OPERATION APPROVAL - DETAIL ROUTE INFORMATION REQUIRED –
If APPLY FOR SCOPE OF OPERATION was checked the system will take you to the Scope of Operations screen to complete. See Scope of Operation procedures below.**
A pop up message will appear to validate that a valid mileage resource was used to determine distances. User must click **OK** to proceed. If a reasonable description and distance of route is not provided, MCS has the authority to change from Scope of Operation to MO estimated miles.

11. **CHECK TO VERIFY IF STATES ARE CONTIGUOUS TO EACH OTHER - By default, the system verifies that all the jurisdictions create a path to all selected jurisdictions.**

Scope of Operation Screen

| HOME | APPLICATIONS | PAYMENT | CUSTOMER | SEARCH | REPORTS | MY SETTINGS | | My Favorites | GO |

| Information | IRP | IFTA | PERMITS | CVIEW | OD/OW | HW/WT | WORKLIST | Pending Insurance |

IRP Mileage Scope

Account Nbr: **10830**   **MISSOURI DEPARTMENT OF TRANSPORTATION**   Fleet Nbr: **1**   Exp MM/YR: **6/2009**
Supp Nbr: **000**   **RENEW FLEET**

JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR	JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR	JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR
AL																	
CO																	
						NE											
FL																	
GA																	
IA																	
						OH											
IN																	
KS						PA											
KY																	

[CONTINUE ▼]   [Submit]   [Refresh]   [Inquiry]   [Help]
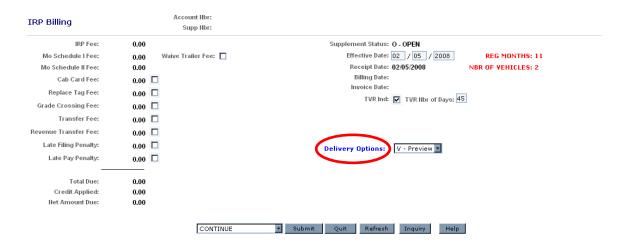
- Enter the **Description of Route** for all estimated jurisdictions. Maximum characters allowed are 60.
- Enter the **Distance** of one trip for that jurisdiction to be traveled.
- Enter the **No (#) of Vehicles** that will be making that trip.
- Enter the **No (#) of Trips** that will be made in the up coming registration period.

Completing the Supplement

After desired jurisdictions have been added:

1. Click **SUBMIT**
2. Click **SUBMIT** (repeat) to confirm until IRP Billing page appears

12. The **IRP Billing** page appears without invoiced amounts

a. Select a delivery option for your credentials or documents or you will not receive your paperwork/documents
- Fax – Sends documents/credentials to your fax number indicated – number can be changed
- Email –Sends documents/credentials to your email address indicated – email can be changed
- Preview – Sends documents/credentials to Report List (find in the REPORTS tab)

b. Click **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.